

HOW TO ADD A SPOTLIGHTER TO YOUR PIVOT

- The spotlighter function allows you to make certain criteria more visible. For example, all expenses over \$1,000. In this example, any dollar amount over \$1,000 would be highlighted in orange and bolded.
- You can have more than one spotlighter function on but they can not overlap one another in the same data criteria.
- You can only use this function in the pivot section.

Step 1:

BrioQuery - 34dtr[1]

File Edit View Insert Format Pivot Tools Window Help

Times New Roman 9

Pivot Outliner Sort

Sections

- DTR
- Query
- Results
- Pivot

Results (Query)

- Begin Budget
- Fund
- Division
- Organization
- Reporting Org 1
- Reporting Org 2
- Program
- Boc
- Document Number
- Vendor Code
- Reference Info
- GI Account
- User Id
- Financial Amount
- Undelivered Orders
- Expended Items
- Final Year

| Begin Budget | Program | Document Number | Transaction Code | Undelivered Orders | Expended Items |
|--------------|-----------|-----------------|------------------|--------------------|----------------|
| 2004 | 523409030 | 00047814215 | V5 | 0.00 | 700 |
| | | 00047814216 | V5 | 0.00 | 700 |
| | | 00047814217 | V5 | 0.00 | 700 |
| | | 00048399650 | V5 | 0.00 | 15 |
| | | 03283A088 | GD | 225.18 | 0 |
| | | 03283A08812 | VD | -1,483.02 | 1,483.02 |
| | | 03283A08813 | VD | -974.81 | 1,448.86 |
| | | 03357A02009 | VD | -1,680.38 | 1,680.38 |
| | | 03357A02010 | VD | -726.61 | 726.61 |
| | | 03357A02011 | VD | -601.42 | 601.42 |
| | | 03357A02012 | VD | -1,008.22 | 1,008.22 |
| | | 03357A02013 | VD | -1,510.40 | 428.92 |
| | | 04277A162 | GD | 3,175.65 | 0 |
| | | 04277A16201 | VD | -3,175.65 | 3,175.65 |
| | | 05ADJ100164 | B2 | 0.00 | 194.72 |
| | | 05FED100200 | NO | 0.00 | 51.5 |
| | | 05FED100790 | NO | 0.00 | 55.57 |
| | | 42783444241 | VE | 0.00 | 44.42 |
| | | 43173404842 | VE | 0.00 | 56.73 |
| | | 52085600003 | A1 | 0.00 | -250 |
| | | | | 0.00 | 0 |

Side Labels: Begin Budget • Program • Document Number • Transaction Code

Top Labels: Drag columns here to create top labels

Facts: Undelivered Orders • Expended Items

This is the facts section, only items that can be calculated belong in this section.

Isolating Complete 2x91

1. First create a pivot that contains something in the facts section. Remember the only items that you can spotlight are items in the fact section.

Step 2:

<Click> on Format and then Spotlighter.

Highlight the columns you want to spotlight, in this example, Undelivered Orders and Expended Items are highlighted.

- To add a spotlighter, **highlight** the **columns** you are interested in having the spotlighter active in. To get more than one column, use the **shift key** and **<click>** on the other **column**. Then **<click>** on **Format** and then on **Spotlighter**.

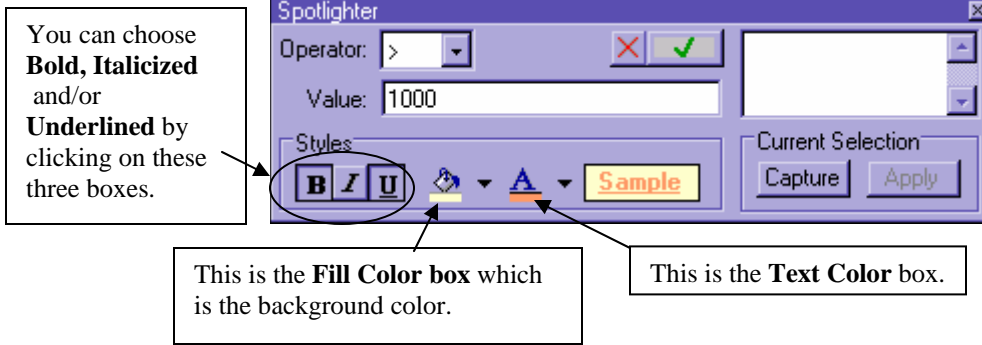
Step 3:

The Down arrow on the operator.

The value is where you type in the number you want to see.

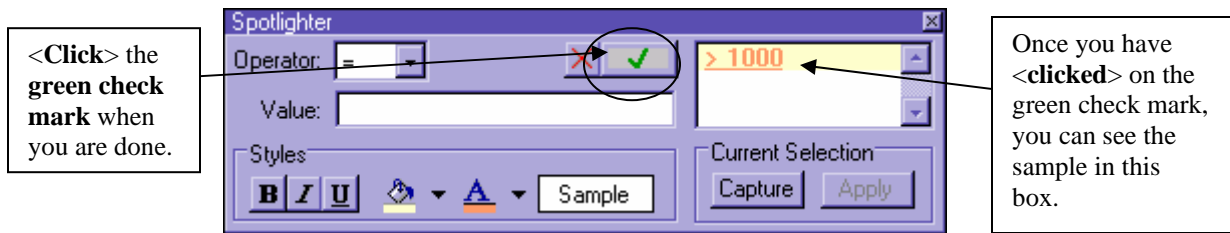
- In this example, the Operator is the greater than sign. If you **<click>** the **down arrow** you can see all your choices. In the **Value** you **<type>** in whatever you want to see, in this example it is 1,000, because you want to see everything greater than a thousand.

Step 4:



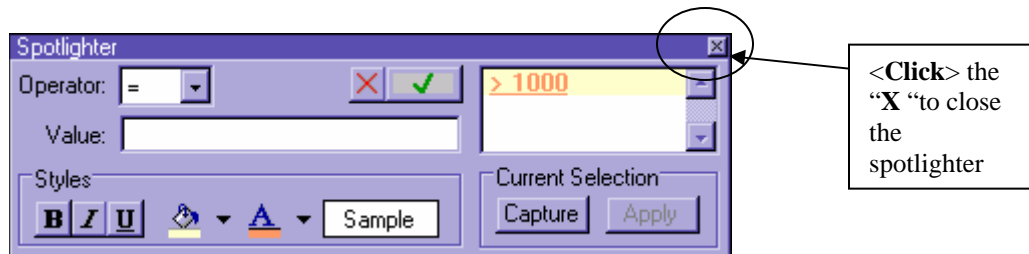
4. Once you have placed your operator and value, you need to choose what the items will look like. In this example the items will be bolded, underlined, background yellow and letters orange if the amount is greater then 1,000. Be careful with certain colors they don't all work well on Black and White printers.

Step 5:



5. Once you have decided on your styles <click> the **green check mark**. This will place the information into the right hand box.

Step 6:



6. <Click> the **X** in the right hand corner to see your data and close the spotlighter box.

Step 7:

BrioQuery - 34dtr[1]

File Edit View Insert Format Pivot Tools Window Help

Times New Roman 9

Pivot Outliner Sort

Sections: DTR, Query, Results, Pivot

| Begin Budget Fy | Program | Document Number | Transaction Code | Undelivered Orders | Expended Items |
|--------------------|-----------|--------------------|---------------------|-----------------------|-----------------|
| 2004 | 523409030 | 00047814215 | V5 | 0.00 | 700 |
| | | 00047814216 | V5 | 0.00 | 700 |
| | | 00047814217 | V5 | 0.00 | 700 |
| | | 00048389658 | V5 | 0.00 | 15 |
| | | 03283A088 | GD | 225.18 | 0 |
| | | 03283A08812 | VD | -1,483.02 | <u>1,483.02</u> |
| | | 03283A08813 | VD | -974.81 | <u>1,449.86</u> |
| | | 03357A02009 | VD | -1,680.38 | <u>1,680.38</u> |
| | | 03357A02010 | VD | -726.61 | 726.61 |
| | | 03357A02011 | VD | -601.42 | 601.42 |
| | | 03357A02012 | VD | -1,008.22 | <u>1,008.22</u> |
| | | 03357A02013 | VD | -1,510.40 | 428.92 |
| | | 04277A162 | GD | <u>3,175.65</u> | 0 |
| | | 04277A16201 | VD | -3,175.65 | <u>3,175.65</u> |
| | | 05ADJ10016 | B2 | 0.00 | 194.72 |
| | | 05FED10020 | NO | 0.00 | 51.5 |
| | | 05FED10079 | NO | 0.00 | 55.57 |
| | | 42783444241 | VE | 0.00 | 44.42 |
| | | 43173404842 | VE | 0.00 | 56.73 |
| | | 52085600003 | A1 | 0.00 | -250 |

Side Labels: Begin Budget Fy • Program • Document Number • Transaction Code

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Facts: Undelivered Orders • Expended Items

Sorting Complete 2x91

7. The pivot is now highlighting any number that is greater than 1000.

Step 8:

Spotlighter

Operator: =

Value:

Styles: B I U

Current Selection: > 1000

Capture Apply

<Click> on the number you want to remove and hit the delete key.

8. To remove a spotlighter, go back into spotlight and **<click>** on the **number** in the right hand section and **<hit>** the **Delete** key on your keyboard. If you want to modify the item you will need to delete the one that is incorrect and redo it from Step 1.